

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
COUNTYWIDE RESOURCE MANAGEMENT**

**TRANSFER OPPORTUNITY**

**STAFF ASSISTANT I**

Countywide Resource Management (CRM) is recruiting a Staff Assistant I to assist the Mental Health Clinical District Chief (MHCDC) who oversees the Post-Release Community Supervision – Community Reintegration Program (PCS-CRP). This includes contract monitoring and with collecting outcomes data and producing reports. The primary duties and responsibilities of this position include:

- Forecast annual funding needs and prepare budget request for PCS-CRP program; monitor actual program expenditures vs. budget and prepare requests for appropriation adjustments as necessary to accommodate changes in client needs; and prepare weekly and monthly expenditures summaries for use by management and the Financial Services Bureau.
- Track referrals by contract agencies and monitor against assumptions used to determine contract allocations; assist Health Program Analyst III by monitor invoiced expenditures against contract budget amounts; prepare Service Requests to adjust contract amounts, as necessary, to reflect changes in distribution of clients and/or treatment levels; contract agencies and prepare requests for changes to the Integrated System (IS) to add and delete provider sites in order to maintain geographically disbursed services.
- Prepare weekly reports on key service indicators requiring the interpretation of data and information not readily available in data systems for reports to the CEO and CJJCC; respond to special and/or ad hoc requests for information on the program ; work with contract agencies, as necessary, to obtain specialized data on client outcomes that are not available in the IS.
- Coordinate with other DMH bureaus and other Departments, as necessary, to obtain supplies and services necessary to efficiently conduct the PCS-CRP program, resolve issues related to space, maintenance; technology, etc.; and assist staff and the manager in resolving operational problems.

This position is currently located at 1925 Daly Street, 2nd floor, Los Angeles, CA 90031. This program will be relocating to DMH Headquarters, 550 S. Vermont Ave. 9th floor, CA 90020. The approximate relocation date is Spring 2015.

**DESIRABLE QUALIFICATIONS:**

- Excellent organization and communication skills
- Skill in tracking, multi-tasking, and prioritizing under pressure.
- Ability to be creative, problem solve, delegate and motivate.
- Experience working with a multidisciplinary team.
- Adaptable and flexible.

Interested individuals are holding a Staff Assistant I payroll title are encouraged to FAX their resume, last two (2) Performance Evaluations, and last two (2) years of master time records to no later than Friday, February 27, 2015:

**Jacqueline Yu, LCSW  
Mental Health Clinical Program Head  
Countywide Resource Management  
1925 Daly Street, 2<sup>nd</sup> Floor  
Los Angeles, CA 90031**

**FAX: (323) 223-8380 or  
Email: Kelly Chi at [KChi@dmh.lacounty.gov](mailto:KChi@dmh.lacounty.gov)**